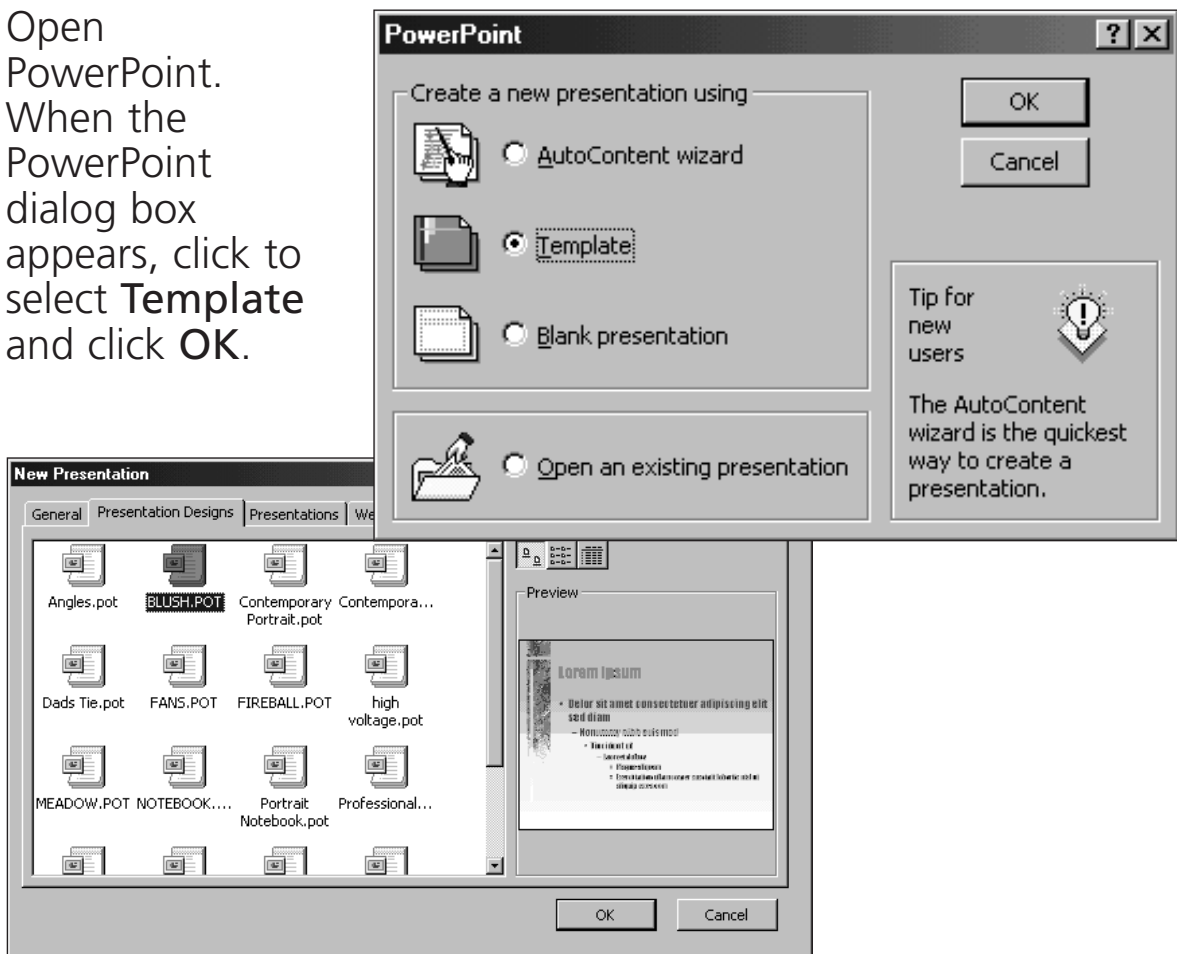




Using a Template Step-by-Step

Use a template when you already have an idea about how you want your presentation to look or you would like to have a little fun making your own layout and design decisions.

1. Open PowerPoint. When the PowerPoint dialog box appears, click to select **Template** and click **OK**.



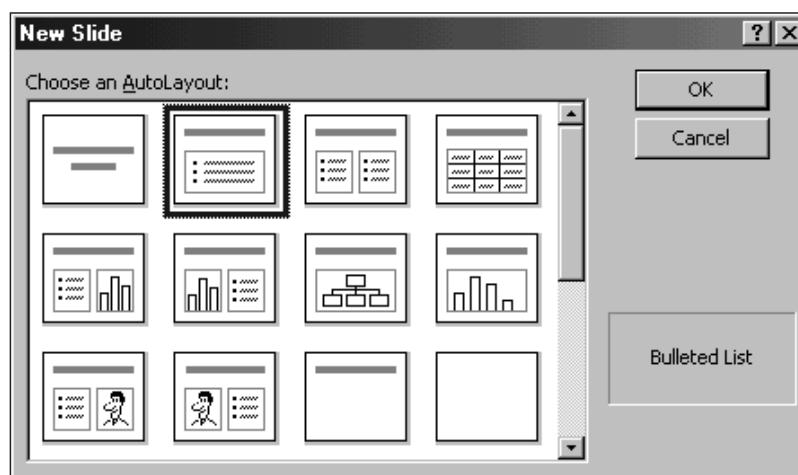
2. When the **New Presentation** dialog box appears, click the **Presentation Designs** tab and scroll through the wide variety of template design choices. Click to select a template and a sample will appear in the preview area. When you have made your choice, click **OK**.



Using a Template

Step-by-Step (Cont.)

3. The **New Slide** dialog box appears and asks you to make a choice about the layout of your first slide. Scroll to view your choices and then click on a layout to select it. Click **OK** when you have made your selection.



4. Your first slide pops into view. Click on a placeholder to begin entering information.
5. When you are ready to add a new slide choose **New Slide** from the **Insert** menu and the **New Slide** dialog box will appear again, allowing you to pick a layout for your next slide. Continue this process until you have created your entire presentation.

